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## Chapter 17 - Sealed Events

### Sealed Events

[Motion to File a Document Under Seal](#)

**Refer to the New District Wide Procedures for Electronically Filing Sealed and Redacted Documents prior to docketing the sealed event codes.**

The Motion to File a Document under Seal Event Code is used when a registered participant is requesting to file documents under seal.

**NOTE:** The docket entry and PDF(s) are viewable to the public. Do not attach sealed documents to this event code. The sealed document(s) must be filed separately using the private event code.

#### Docketing Procedure:

Click on the Bankruptcy or Adversary on the CM/ECF Main Menu Bar.

Click on Sealed Events Category hyperlink.

Enter the [Adversary Proceeding](#) ⓘ or Bankruptcy Case Number. Click Next.

Select the **Motion to File a Document under Seal** event code from the available event menu. Click Next.

Select the appropriate party from the pick list. Click Next. If not listed, click Add/Create New Party and follow the screen prompts to add a new party.

Click on the Browse button to attach the Motion to File Document under Seal PDF. Click Next.

The following message will prompt will appear. Click Next.

**This entry will appear on the Docket Report. If there is sensitive information in this pleading that should NOT be made public. DO NOT USE THIS EVENT. Refer to the District Wide Procedures for Electroncially Filing Sealed and Redacted Documents for the appropriate event or contact the divisional helpdesk.**

The Docket Text Screen: Modify as Appropriate will appear with two blank text boxes that may be used to include additional information. The first text box is a drop down menu (e.g., Amended, First Amended, etc.). The second text box may be used for more descriptive information of the document being sealed (e.g. Financial Statement). Insert additional information or leave blank. Click Next.

Review Final Docket Text. Click Next.

Notice of Electronic Filing Screen will appear. The transaction is complete.

#### [Proposed Document Filed Under Seal](#)

**Refer to the New District Wide Procedures for Electronically Filing Sealed and Redacted Documents prior to docketing the sealed event codes.**

The Proposed Document Filed under Seal Event Code is used to submit the sealed document(s). The Proposed Documents under Seal must be docketed after the Motion to File Document under Seal is docketed.

**NOTE: The docket entry only is viewable to the public. The PDF(s) are restricted from public view. The judge and designated staff will have access to the sealed document(s).**

#### **Docketing Procedure:**

Click on Bankruptcy or Adversary (depending upon the type of case you are filing) on the CM/ECF Main Menu Bar.

Click on Sealed Events Category hyperlink.

Enter the [Adversary Proceeding](#)  or Bankruptcy Case Number. Click Next.

Select the Motion to File a Document under Seal Event Code from the available event menu. Click Next.

Select the appropriate party from the pick list. Click Next. If not listed, click Add/Create New Party and follow the prompts to add a new party.

Click on browse button to attach PDF document. Click Next.

A message will appear: **The docket entry will appear on the Docket Report. The PDF**

**attached is SEALED.**

Place a check mark in the box "Refer to Existing Event." Click Next.

Select the motion category. Click Next.

Place a check mark in the box next to Motion to File Document Under Seal. Click Next.

The Docket Text Screen: Modify as Appropriate will appear with two blank text boxes that may be used to include additional information. The first text box is a drop down menu (e.g., Amended, First Amended, etc.). The second text box may be used for more descriptive information of the document being sealed (e.g. Financial Statement). Insert additional information or leave blank. Click Next.

Review Final Docket Text. Click Next.

Notice of Electronic Filing Screen will appear. The transaction is complete.

#### [Motion to File Redacted Document](#)

**Refer to the New District Wide Procedures for Electronically Filing Sealed and Redacted Documents prior to docketing the sealed event codes.**

The Motion to File Redacted Document is used when requesting to redact certain information from a document prior to filing with the court (e.g., tax documents, financial statements, etc.). The docket entry and PDF(s) are viewable to the public.

**NOTE: The docket entry and PDF(s) are viewable to the public. Do not attach private information using this event code.**

#### **Docketing Procedure:**

Click on Bankruptcy or Adversary hyperlink on the CM/ECF Main Menu Bar.

Click on the Sealed Events hyperlink under the Sealed Category.

Enter the [Adversary Proceeding](#)  or Bankruptcy Case Number. Click Next.

Select the **Motion to File Redacted Document** event code from the available event menu. Click Next.

Select the appropriate party from the pick list. Click Next. If party is not listed, click Add/Create New Party and follow the prompts to add a new party.

Click on Browse button to attach PDF document. Click next.

The following message prompt will appear. Click Next.

***This entry will appear on the Docket Report. If there is sensitive information in this pleading that should NOT be made public, DO NOT USE THIS EVENT. Refer to the District Wide Procedures for Electronically Filing Sealed and Redacted Documents for the appropriate event or contact the divisional helpdesk.***

The Docket Text Screen will appear with two blank text boxes that may be used to include additional information. The first text box is a drop down menu (e.g., Amended, First Amended, etc.). The second text box may be used for more descriptive information of the document being sealed (e.g. Financial Statement). Insert additional information or leave blank. Click Next.

Review final docket text. Click Next.

Notice of Electronic Filing Screen will appear. The transaction is complete.

#### Proposed Redacted Document

**Refer to the New District Wide Procedures for Electronically Filing Sealed and Redacted Documents prior to docketing the sealed event codes.**

The Proposed Redacted Document Event Code is used to submit the document(s) requiring redaction.

**NOTE:** The docket entry only is viewable to the public. **The PDF(s) are restricted from public view.** The judge and designated staff will have access to the sealed document(s).

#### **Docketing Procedure:**

Click on Bankruptcy or Adversary hyperlink on the CM/ECF Main Menu Bar.

Click on the Sealed Events hyperlink under the Sealed Category.

Enter the [Adversary Proceeding](#) ⓘ or Bankruptcy Case Number. Click Next.

Select **Proposed Redacted Document** event code from the available event menu. Click Next.

Select the appropriate party from the pick list. Click Next. If party not listed, click Add/Create New Party and follow the prompts to add a new party.

Click on Browse button to attach PDF document. Click Next.

The following message will appear: **The docket entry will appear on the Docket**

**Report. The PDF attached is SEALED.**

Place a check mark in the box "Refer to Existing Event." Click Next.

Select the motion category. Click Next.

Place a check mark in the box next to Motion to File Redacted Document. Click Next.

The Docket Text Screen will appear with one blank drop down menu text box that may be used to include additional information (e.g., Amended, First Amended, etc.). Insert additional information or leave blank. Click Next.

Review final docket text. Click Next.

Notice of Electronic Filing Screen will appear. The transaction is complete

#### [Motion to Unseal Document](#)

**Refer to the New District Wide Procedures for Electronically Filing Sealed and Redacted Documents Prior to docketing the sealed event codes.**

The Motion to Unseal Document is used when requesting to unseal documents that were previously sealed under court order.

**NOTE: The docket entry and PDF(s) are viewable to the public.**

#### **Docketing Procedures:**

Click on the Bankruptcy or Adversary on the CM/ECF Main Menu Bar.

Click on the Sealed Events Category hyperlink.

Enter the Bankruptcy Case Number. Click Next.

Select the **Motion to Unseal Document** event code from the available events menu. Click Next.

Select the appropriate party from the pick list. Click Next. If party is not listed, click Add/Create New Party and following the prompts to add party.

Click on Browse button to attach PDF document. Click next.

The Docket Text Screen: Modify as Appropriate will appear with two blank text boxes that may be used to include additional information. The first text box is a drop down menu (e.g., Amended, First Amended, etc.). The second text box may be used for more descriptive information of the document being sealed (e.g. Financial Statement). Insert additional

information or leave blank. Click Next.

The Final Docket Text Entry Appears. Click Next.

Notice of Electronic Filing Screen will appear. The transaction is complete.

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